



*Ask Sheila V.*  
 @ *The Sheila V. Mission*

171 Pier Ave., #208, Santa Monica, CA 90405  
 Bus Cell: (310) 403-3329 ☎ Fax: (310) 774-3132  
 Email: [asksheilav@thesheilavmission.org](mailto:asksheilav@thesheilavmission.org)  
 Website: [www.thesheilavmission.org](http://www.thesheilavmission.org)

**Request for  
 Service Retainer**  
 Personal & Business  
 Consulting

Client Name: \_\_\_\_\_  
 Client#: \_\_\_\_\_  
 Contact#: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Request#: \_\_\_\_\_ **Primary**

Please fill out form as completely as possible. You may mark as many boxes as apply to your needs. For assistance call (310) 403-3329. *SV*

Date of Service	Description of Service	Type	Session Intervals	No. of Sessions (1-5)	Requested Donation x	Amount Due -	Session Log (office use only)
<b>Personal Consulting</b>							Scheduled / on-call / #session(s) / duration
	<input type="checkbox"/> Life Coaching Sessions	<input type="checkbox"/> In Person	<input type="checkbox"/> 8 min.		\$15		
	<input type="checkbox"/> Psychic Reading	<input type="checkbox"/> Phone Sessions	<input type="checkbox"/> 15 min.		\$25		
	<input type="checkbox"/> Career Counseling Sessions	<input type="checkbox"/> Email Sessions	<input type="checkbox"/> 30 min.		\$45		
	<input type="checkbox"/> All of the above	<input type="checkbox"/> Non-specific	<input type="checkbox"/> 1hr.		\$75		
						Sub total	
<b>Business Consulting</b> (average business)							
	<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Client Worksite	<input type="checkbox"/> hour(s)		\$175		
	<input type="checkbox"/> Staff Evaluation	<input type="checkbox"/> Phone Sessions	<input type="checkbox"/> day(s)		\$750		
	<input type="checkbox"/> Staff Counseling	<input type="checkbox"/> Email Sessions	<input type="checkbox"/> week(s)		\$2,250		
	<input type="checkbox"/> Harmonize Wk Environment	<input type="checkbox"/> Non-specific	<input type="checkbox"/> month(s)		\$7,500		
	<input type="checkbox"/> All of the above	<input type="checkbox"/> SV Home office	<input type="checkbox"/> on-call	only	\$2,500mo.		
						Sub total	
By signing below both parties approve and agree upon the terms and conditions of this contract.						<b>Total</b>	
<b>Client Signature</b> _____ <b>Date</b> _____						<i>Advance</i>	\$
<b>Sheila V'Eleos</b> _____ <b>Date</b> _____						<b>Balance</b>	
							<i>Special request or instructions:</i>

Provide address when requesting services be conducted at private or worksite location.

Private: \_\_\_\_\_  
 \_\_\_\_\_  
 Worksite: \_\_\_\_\_  
 \_\_\_\_\_

**Terms and Conditions**

1) A Service Retainer must be signed by both parties and initial payment received prior to commencement of services. Initial payment is determined as the amount due on the primary RQFS form completed. Subsequent retainer forms will be generated at the completion of intervals indicated on the primary RQFS form. 2) Cancellation: Should services be terminated prior to completion of intervals requested, a credit will be applied and transferable to his/her assigned. 3) Sign and send completed form via **fax to (310) 774-3132** or email to [asksheilav@thesheilavmission.org](mailto:asksheilav@thesheilavmission.org). You will then receive an email and/or phone confirmation of your request, followed by an email copy of your RQFS form signed by Sheila V. All Methods of Payment received on-line are accepted via [www.paypal.com](http://www.paypal.com) to [asksheilav@thesheilavmission.org](mailto:asksheilav@thesheilavmission.org). Payment may also be received by sending a check or money order made payable to: **Sheila V. Tabarsi, 171 Pier Ave., #208, Santa Monica, CA 90405.**

***All Sessions Are Confidential***